

Frequently Asked Questions/Information for the 2022 MHSRS

(updated 7 July 22)

Q. What precautions are the 2022 MHSRS meeting organizers taking for attendee health and safety?

This is our top priority. As a result, the flow of the 2022 MHSRS will be much different than in past years. We will be providing more details soon on this topic.

Q. Where can I obtain the MHSRS meeting approval letter?

The 2022 MHSRS approval letter is available through a link on the homepage of the MHSRS website <https://mhsrs.health.mil/> (formerly: <https://mrhc.amedd.army.mil/>).

Q. What is the vendor address I can use for the SF-182?

62 Gertrude Place
Asheville, NC 28801
703.425.1186

Q. When does meeting registration open?

Meeting registration will open on Monday, 11 July 2022, at 1200 (noon) Eastern Standard Time. This later time is to accommodate our West Coast attendees.

Q. Do I register for the meeting through the MHSRS website (<https://mhsrs.health.mil/>)?

No.

After 2022 MHSRS registration opens, we will keep the MHSRS homepage (<https://mhsrs.health.mil/> - formerly <https://mrhc.amedd.army.mil/>) updated with the latest meeting information. However, this is NOT the meeting registration website.

Registration is managed by the MHSRS Support Contractor, The Bridge Group. Register for the 2022 MHSRS at www.mhsrs.net. **After the opening of registration, use this site as your “go-to” for agenda and schedule information.**

Q. What are the registration fees for 2022 MHSRS?

A CAC card holder (Active Duty Military and G.S./equivalent civilian) qualifies for the government rate of \$450/person. This includes 9 meals. Also qualifying for this registration rate are Reservists and National Guard members and non-U.S. Active Duty and government civilian employees.

For industry and all others the rate is \$650/person. This includes 9 meals.

The 9 meals are: 4 breakfasts, 4 lunches, and one dinner.

Monday – Breakfast, Lunch, Reception (Dinner)

Tuesday, Wednesday, Thursday – Breakfast and Lunch

Q. How do I register for a hotel room at the Gaylord Palms Resort and Convention Center?

To gain access to hotel room registration at the Gaylord, you must first register for the meeting at **www.mhsrs.net** and pay the registration fee. Once that is accomplished, you will receive an email with the link to register for a sleeping room.

Q. What are the hotel room rates at the Gaylord?

U.S. Federal Employee/ Government Per Diem (Standard Room): \$96.00. Federal government employees are exempt from \$30/night resort fee and from local and state taxes if a Florida tax exemption form is provided at hotel check-in.

The \$96 rate applies to U.S. Federal employees only. You must present your government CAC card for verification. This rate does not apply to state employees or non-U.S. military and civilian government employees.

All others (Standard Room): \$199.00 plus \$38/night resort fee plus taxes (14.5%).

All room reservations will be audited on a regular basis. Ineligible attendees booking at the government rate will be automatically switched to the \$199 standard room rate, if rooms are still available. If none are available, the reservation will be cancelled.

Q. Are there complimentary shuttles available to and from the airport?

Complimentary shuttle transportation is provided to/from the airport to the Gaylord.

We will assess if overflow hotels are needed only after meeting registration opens. If overflow hotels are required, we will provide a complimentary shuttle from the airport to the overflow hotel. Coming back home, the shuttle to the airport leaves from the Gaylord.

On the meeting days – complimentary shuttle from the overflow hotels to the Gaylord will be provided for the sessions.

Q. Are rental cars authorized for U.S Federal employees attending the 2022 MHSRS?

No.

Q. What are the cancellation policies for the meeting?

- Registrants who are unable to attend may substitute another person. Please email MHSRS2022@anidealpartner.com with both your information and the substitute's information.

- Cancellations received **on or by 1 Sept 2022 will be refunded in full less a \$50 administrative fee.** This includes those who paid with a Token.
- **Any registrant who does not attend the conference or has not canceled by September 1 will be responsible for the entire registration fee.** This includes those who paid with a Token.
- Individuals are responsible for canceling their own hotel and travel reservations. Neither the Bridge Group LLC nor MHSRS will be liable for hotel or travel costs for any reason.

Q. What is the format for the poster board presenters?

The boards accommodate posters of 4 feet by 6 feet (horizontal).

Poster presenters must bring their poster with them. The organizers will not print out the posters. In addition to bringing their poster, the presenter should upload a .pdf of their poster prior to the meeting (see how-to question below).

There is no standard template for the posters, but they should be structured as the abstract – Introduction, Materials and Materials, Results, Discussion and Conclusion.

Q. How do I upload the .pdf of my poster?

- Sign into your account on the MHSRS website <https://mhsrs.health.mil> (formerly: <https://mrhc.amedd.army.mil>).
- To upload your poster presentation click the “Upload Presentation” button in the Actions column of the My Abstract Entries table.

Poster .pdfs can be uploaded at any time up to the start of the meeting on 12 September. If the poster judges designate a poster as eligible for an award, a .pdf of the poster must be available for review or the poster will be disqualified from consideration.

All presenters are responsible for obtaining organization clearance prior to releasing the .pdf to the meeting coordinators.

Q. Can I ship my poster to the Gaylord?

Yes, but the hotel charges a fee to pick it up. The meeting organizers will not pick up your poster for you. The address is:

(Guest Name)
(Arrival date)
Gaylord National
6000 W Osceola Pkwy
Kissimmee, FL 34746

Q. I was accepted for an oral presentation. What is the length of my presentation?

The Planning Committee has recommended oral presentations of 15 minutes to include questions. However, this varies slightly by breakout session. See your individual session schedule for your exact speaking time. The full agenda with session times can be found on the event website at <https://www.mhsrs.net/symposium-overview>

Q. Is there a standardized slide template for oral presentations?

No. Use your organizational template. Slide should be wide format (16:9).

All presentations must include a Disclaimer/Conflict of Interest slide. Contact MHSRSSpeakers@thinktbg.com for sample, if needed.

Q. How do I know when I am speaking?

The full agenda will be posted on the event website at <https://www.mhsrs.net/symposium-overview>.

Q. How do I upload my slide presentation?

For or a complete list of instructions to prepare for upload, please visit www.mhsrs.net/presenter-upload-instructions

In late July, the MHSRS Support Contractor will send oral presenters a dedicated link for uploading their presentation slides. Please use this link to upload your presentation. Presentations should be uploaded by 2 September 2022 to ensure they are placed in the appropriate session in the appropriate speaking order.

Name your slide presentation as follows: [SESSION DAY (3-letter abbreviation)]_[SESSION START TIME]_MHSRS-22-#####_[Presenter Last name].pptx. (e.g., Wed_1530_MHSRS-22-01391_Smith.pptx).

All presenters are responsible for obtaining organization clearance prior to releasing the slides to the meeting coordinators.